

POSITION DESCRIPTION

1. Health and Family Planning (HFP) Intern

BASIC FUNCTION OF POSITION

The overall objective of the internship is for the incumbent to gain an understanding of the public health profession and health development issues from a donor perspective, and to prepare him or herself for employment or further education in the field of public health. The USAID sponsored HFP Intern will be based at the Health Office within the Mission. The incumbent reports directly to the HFP Mentor for matters relating to the internship program.

MAJOR DUTIES AND RESPONSIBILITIES

20 % Time: Receive computer related trainings and skills on key components.

- Introduction to Computer;
- Files and Folders;
- Storage Medias and Transferring Documents;
- Operating Systems – Microsoft Windows;
- Office Packages – Word Processing, Spreadsheet, Database, Presentations, E-Mails;
- Basic Network concept;
- Basic Internet Concept; and
- Basic Virus Information.

1. 50 % Time: Work with Health Sub-Teams on specific tasks and projects: HIV/AIDS, Logistics and Social Marketing Team; Family Planning (FP)/Reproductive Health (RH)/Maternal, Neonatal and Child Health (MNCH) and Nutrition (N) Team; Environmental Health and Capacity Building Team.

- Participate in HFP staff meetings;
- Participate in sub-team technical meetings, as appropriate;
- Complete technical tasks that have been assigned by sub-teams;
- Obtain an understanding of HFP core programs;
- Perform “mini” technical reviews for HFP team.

2. 20% time: Office Management Assistance

- Assist with note-taking, typing minutes, updating regular team meeting check lists and briefing of pertinent meetings and events;
- Assist office management in coordination with Office Support Staff;
- Initiate drafts for official letters;
- Upgrade and maintain the library on an ongoing basis;
- Distribute publications, books, reports and documents received within HFP.

3. 10 % Time: Field visits to USAID’s contractor and grantee project sites to develop an understanding of:

- The HIV/AIDS Program - VCT/STI and ARV sites, “hot zones” and the need for condom promotion in these areas, Community Home Based Care (CHBC);
- The basics of social marketing;
- The family planning/reproductive health/maternal, newborn and child health/nutrition program and its many sub-components.
- The national sanitation movement tools and drinking water supply functionality
- Hygiene improvement behavior change communication.

- The outreach and follow-up programs in physical disability rehabilitation.

QUALIFICATIONS REQUIRED

- Bachelor's level studies in Public health or clinical health is required.
- Basic computer skills
- Must be able to work in English (speaking, reading and writing)

POSITION ELEMENTS

Supervision received: The position will report directly to a HFP Mentor with additional supervision by all Team Members. The mentorship will rotate proportionately between the three sections with a formal handover at HFP Office meeting. The intern carries out the above described responsibilities following a pre-approved work plan.

Performance Period and hours of duty

- 9 months
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY:

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.

2. Democracy & Governance Office Intern

BASIC FUNCTION OF POSITION

The Democracy and Governance Office intern will support USAID/Nepal development assistance activities in this sector. The intern will be a highly motivated individual interested in the development field, especially in Democracy and Governance sectors, and wishes to continue further education or seek employment upon completion of Internship program. The Democracy and Governance Office includes activities involving Elections and Political Process, Human Trafficking, Conflict and Governance. The intern will report directly to the designated mentor during the nine month internship program.

MAJOR DUTIES AND RESPONSIBILITIES

- Assist assigned Agreement/Contracting Officers' Technical Representative (A/COTR) in day-to-day management of activities, including maintenance of files, tracking progress of work plans, attending relevant meetings with A/COTR, conducting field visits, and reporting, monitoring and evaluation of activities, as well as the close-out preparation of completed activities
- Participate in the selection of new agreements/awards (e.g., serve on technical evaluation committees, and participate in post-award briefs)
- Participate in outreach activities including drafting success stories, documenting project information, writing regular updates, contributing to Facebook postings, site visit reports, and photographing event
- Represent DGO in Mission's Diversity and Social Inclusion (DSI) Working Group
- Update Mentor and team members about the achievement/progress made in a periodic basis

- F. Work with different team members within DGO on a rotational basis and meet with the respective implementing partners to learn about USAID activities from different perspectives
- G. Perform other duties as assigned by the Mentor in consultation with the DGO Director.

QUALIFICATIONS REQUIRED

- Completion of bachelor's degree or final year bachelor's level education in relevant field
- Basic computer knowledge
- Knowledge of Nepal's political, economic, social and cultural characteristics
- Strong critical thinking skills
- Must be able to work in English (speaking, writing, and reading)
-

Desirable

- Previous experience with non-governmental organizations, donors, or the media
- University diploma/degree
- Ability to research and write reports in English

POSITION ELEMENTS

Supervision Received: The position reports directly to the assigned Mentor and liaises with other staff as appropriate. The intern carries out the above described responsibilities and performance will be rated based on negotiated work objectives and performance measures including the willingness to take initiative, ability to work as a member of a team, and ability to maintain a positive attitude.

Performance Period and hours of duty:

- 9 months
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.

3. Front Office/Executive Office Intern

BASIC FUNCTION OF POSITION

The intern will be housed in the Director's Office and the Executive Office with rotational short-term assignments with various offices and divisions such as; Office of Acquisition and Assistance, and Financial Management Office. As EXO intern the incumbent will engage in various administrative support functions carried out by the Human Resources Office and the Communication and Records Office. As the Front Office intern the incumbent will provide day to day support to the Office of the Director under the mentorship of the Executive Assistants.

The Front Office/EXO Intern reports directly to the designated Front Office and EXO mentor on matters relating to the program.

MAJOR DUTIES AND RESPONSIBILITIES

As Front Office Intern:

- Photocopy documents, shred documents
- Deliver urgent documents to other offices
- Escort visitors
- Review in-coming correspondence
- Update the list of Donors/ INGOs, Embassies and Ministries etc.
- Update the contact list
- Assist with arranging Driver schedules
- Sort out documents, set up and start filing as per USAID regulation
- Provide office coverage: answer phones, takes messages, etc.

As Executive Office Intern:

1. As part of the Human Resources (HR)Team
 - Be familiar with the HR office activities on the recruitment process, filing, and the employment practices.
 - Assist HR office with the sorting, labeling and disposal of old records, under the supervision of HR mentor.
 - Assist HR office in day to day HR functions as assigned by the HR Assistant.
2. As part of the Communication and Records (C&R)Team;
 - Understand and assist with the day to day Communication and records office functions
 - Learn and assist C&R with the reproduction tasks, photocopy, scanning, Faxing, laminating.
 - Prepare action board and control slip for action board.
 - Handling and Sorting mail and delivery of mails to various offices;
 - Assist with file records, labeling and storage under the supervision of mentor.

As Financial Management Office Intern:

- Learn how voucher processing fits into overall USG procurement procedures.
- Scan and upload invoices into ILMS software for transfer to Post Support Unit for payment processing.
- File processed vouchers.
- Maintain and update “Where’s my payment” spreadsheet that allows venders to track payment status.
- Assist with VAT reclamation process by removing, photocopying invoices with VAT charges, inputting VAT information into tracking spreadsheet and working with Human Resources and Cashiering to track VAT refunds.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field,
- Basic computer skills
- English Language proficiency at least Level – II

POSITION ELEMENTS:

Supervision received: The position reports directly to the Front Office/EXO Mentor, the designated Mentor may be different people at different times as per the involvement of intern with different divisions. The intern will be involved in getting acquainted with various administrative functions within USAID/Nepal Front Office and the Executive Office and assisting with activities as agreed upon.

Performance Period and hours of duty:

- 9 months
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY:

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.

4. Program and Project Development Office (PPD) Intern

BASIC FUNCTION OF POSITION

USAID/Nepal manages the U.S. government development program in Nepal with an annual budget of approximately \$92 million. The current USAID/Nepal portfolio includes a broad range of programs and activities in health and family planning, democracy and governance, agriculture and natural resources.

The PPD Intern will support USAID/Nepal to achieve its objectives by dividing their time between events planning (under the leadership of the Outreach and Communications team) and administrative support responsibilities in the Program Office. As an office with diverse roles in regards to the USAID/Nepal mission, working in both administrative support and events planning will allow the intern to be a part of both internal coordination and our outreach and communication coordination with external stakeholders to increase understanding of USG foreign assistance in Nepal.

The PPD Intern will report directly to the designated Program and Project Development Office Mentor and will collaborate closely with all USAID technical teams as it relates to event planning and administrative support.

MAJOR DUTIES AND RESPONSIBILITIES

- Under the mentorship of the designated Mentor, assist the event planner in coordinating events as they arise, thereby promoting a better understanding of USAID programs by external audiences.
- Assist in organizing public events that explain U.S. policy, foreign assistance, USG contributions to development, and improve understanding of the U.S., particularly among the young.
- Work closely with PPD's Administrative Assistant to better understand the interworking's of supporting USAID/Nepal programs.
- In conjunction with the Mentor, support the organization and coordination of public events for USAID.

- Assist Mentor in managing logistics related to visits and accompany visitors when assigned.
- Collect and assemble materials for PPD to update a standard information package on the USAID program in Nepal for briefings and for distribution to the public and the media, USAID/Washington, the U.S. Embassy, and other agencies (materials include scene setters, program briefing papers, project status reports, maps, photos, information about other donors, and general information about Nepal).
- Assist Mentor in maintaining and updating the USAID outreach calendar in close coordination with technical offices.
- Perform other duties as assigned or required.

QUALIFICATIONS REQUIRED

Completion of bachelor's degree or final year bachelor's level education in relevant field

Demonstrated interest and successful experience in the development sector is preferred. Proven experience in writing, composing and disseminating information to a variety of target audiences is preferred. Track record of good coordination and organizational skills within a multi-cultural work environment is preferred.

The successful candidate must be capable of composing various types of written pieces for events targeting a variety of audiences in English and Nepali, as well as collect photographic images that convey a desired message and effectively complement text. Willingness to travel is required.

Must be able to work in English (speaking, writing, and reading). Interpersonal skills are required. Proficiency in word processing and familiarity with data bases and electronic mail is required. Capacity for developing leadership skills and a proactive approach strongly preferred.

POSITION ELEMENTS

Supervision Received: Incumbent will report directly to the Designated PPD Mentor. Incumbent will be mentored by the PPD Mentor on all aspects of professional development. However, incumbent is expected to use self-initiative in planning and carrying out assignments.

Performance Period and hours of duty:

- 9 months
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.

5. Social, Environmental and Economic Development Office (SEED) Intern

BASIC FUNCTION OF POSITION

The Social, environmental and economic development (SEED) intern will work with the Economic Growth, Environment and Energy, and Food Security Teams of SEED and will engage in learning about and assisting in implementation of SEED-supported development assistance activities in Nepal. The intern will be a highly motivated individual who is interested in the development field and wishes to continue further education or seek employment opportunities in this sector upon completion of Internship program. The intern will report directly to the designated mentor from the SEED during the nine months internship program.

MAJOR DUTIES AND RESPONSIBILITIES

- H. Participate in the drafting of assessment and evaluation statements of work for ongoing and completed activities;
- I. Participate in the design of new activities, to include proposing methodologies to address diversity and social inclusion issues and establishing monitoring and evaluation plans;
- J. Participate in the amendment of current activities to more adequately address diversity and social inclusion issues, as appropriate;
- K. Participate in the selection of new agreements/awards (e.g., serve on technical evaluation committees, participate in post-award briefs, and so on);
- L. Facilitate and participate in field visits;
- M. Perform outreach functions such as drafting success stories, documenting project sites (e.g., drafting site visit reports, photographing events, and so on);
- N. Assist assigned Contracting Officer Technical Representatives (CORs) in day-to-day management of activities, including maintenance of COR files, tracking progress of work plans, attending relevant meetings with COR, and monitoring and evaluation of activities;
- O. Assist CORs in close-out of completed activities;
- P. Perform other duties as assigned by the mentor in consultation with the SEED Environment and Energy, Feed the Future and Education and Economic Growth Teams.

QUALIFICATIONS REQUIRED

- Completion of bachelor's degree or final year bachelor's level education in relevant field
- Basic computer knowledge
- Must be able to work in English (speaking, reading and writing)
- Strong critical thinking skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

Desirable

- Previous paid/unpaid experience in the NGO sector preferred
- University diploma/degree
- Ability to research and write reports in comprehensible English

POSITION ELEMENTS

Supervision Received: The position reports directly to the assigned mentor and liaises with other SEED Office staff as appropriate. The intern carries out the above described responsibilities and performance will be rated based on negotiated work objectives and performance measures.

Performance Period and hours of duty

- 9 months

- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.